



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE   |  | FOR RECORDS MANAGEMENT USE   |                                   |
|--|--|--|-----------------------------------|
| Application Date<br>11-30-78   | 1. Agency Address<br>Georgia Ports Authority<br>Operations Division<br>Post Office Box 2406<br>Savannah, Georgia 31402 | Application Number<br>79-29  |                                   |
| Application Number<br>46   |  | Date Received<br>JAN 19 1979   | Date Completed<br>MAR 14 1979     |
| 2. Person to Contact<br>Sandra Jones   |  | Working Title<br>Operations Manager  | Telephone Number<br>964-1721, 289 |
| 3. Action Requested<br>a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input checked="" type="checkbox"/> Amend Application No. 96 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void  |  |  |                                   |
| 4. Dates of Series<br>Earliest<br>1971   |  | 5. Records Series Title (followed by title used in office, if different)<br>To Date Warehouse Shipment Files |                                   |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created?<br>The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal and Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all division of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.<br>The Office Manager in which this file is created supervises the work of the warehouse, billing import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling. |  |  |                                   |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any):<br>Controlling<br>Documents relating to: / The movement of cargo from port facilities.<br><br>Included are: Receipts for outbound cargo and related correspondence.<br><br><br><br>File is arranged: Alphabetically by customer.  |  |  |                                   |
| 8. Monthly Reference Rate How often are records referred to which are:<br>One to six months old daily; Seven to twelve months old daily; Thirteen to twenty-four months old 4-5; twenty-five months and older 1-2?   |  |  |                                   |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers ; Legal-size drawers 4; Shelves ; Other (specify)   |  |  |                                   |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.                            |
|     | X  | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law             | <u>1</u> years.      | d. Audit period                   | <u>      </u> years. |
| b. Statute of limitation | <u>7</u> years.      | e. Administrative need            | <u>      </u> years. |
| c. Federal law           | <u>      </u> years. | f. Federal retention instructions | <u>      </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other every six months then,

- ☐ Hold in the current files area        month(s)        year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then transfer to dead storage, hold 5 years; then
- ☐ Transfer to State Records Center; hold        year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date           | Records Management Officer (Signature) | Date           |
|----------------------------------|----------------|--|----------------|
| <i>[Signature]</i>               | <u>11-1-79</u> | <i>Carol Thompson</i>                  | <u>1-10-79</u> |

  

| State Records Committee (Signature) |                     | Date           |
|-------------------------------------|---------------------|----------------|
| State Auditor/Designee              | <i>[Signature]</i>  | <u>3-13-79</u> |
| Secretary of State/Designee         | <i>Carroll Hart</i> | <u>3-12-79</u> |
| Attorney General/Designee           | <i>[Signature]</i>  | <u>3-13-79</u> |

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)